

# **GUIDELINE FOR CERTIFYING OFFICIALS**

(May 2000)

## **CERTIFICATION DEFINITION:**

Certification is the process for determining that an individual meets the mandatory standards established for Acquisition Career Levels (ACL) I, II and III in an acquisition career field (ACF). A certification standard is established for each ACF and each ACL. Certification is accomplished when a Certifying Official confirms by signature that an individual meets all the mandatory education, training and experience standards established for an ACF and ACL.

**CERTIFICATION DOCUMENTS:** Certification accomplishments are documented on one of three forms, depending on the employment status of the individual requesting certification.

- a. Civilians and Army National Guard: Acquisition Career Record Brief (ACRB).
- b. Active Duty Military: Officer Record Brief (ORB).
- c. Army Reserve: Army Reserve Acquisition Corps Management Information System (ARACMIS).

## **CERTIFICATION REFERENCES:**

- a. DoD 5000-52-M, "Career Development Program for Acquisition Personnel," November 1995, specifies the requirements for certification.
- b. Appendix C of the Defense Acquisition University (DAU) Catalog provides a Certification Standards Checklist for ACLs I, II and III for each of the ACFs. All mandatory standards for education, experience and training must be met by the individual seeking certification.

**CERTIFICATION REVIEW:** When reviewing the ACRB and ORB, concentrate on the four following sections:

- a. **Section X, Certifications/Licenses(ACRB); Remarks (ORB):** Pen and ink change by the Requesting Individual indicates the certification Level and ACF being sought.

b. **Section VI, Acquisition/Leadership Training (ACRB); Military Education (ORB)**: Using the applicable checklist in the DAU Catalog, ensure mandatory DAU courses for the level requested are documented on the ACRB. (Acquisition Career Managers, who act as Reviewing Officials, will attach a Certification Check List of mandatory standards to the Certification package prior to forwarding to Certifying Officials.)

(1) Ensure all mandatory DAU courses for the Level being sought are reflected in this section. (Due to limited space, active duty military may attach Certificates to verify completion of mandatory courses in lieu of documentation on the ORB.)

(2) Appendix A, DAU Course Index, defines current DAU courses and their predecessor course titles. Predecessor courses are considered equivalent when crediting course completion.

(3) Appendix F, DoD School Equivalencies, of the DAU Catalog provides a summary of equivalent courses at consortium and other DoD schools. Equivalent courses may be credited in lieu of the mandatory DAU course **only during the dates indicated on the summary sheet.**

c. **Section VII, Education**: This section contains the academic degrees possessed by the individual and an "Acquisition Corps Qualifications – Credit Hours" section for the 12-24 hours in a business discipline. The ORB does not include the "Acquisition Corps Qualification – Credit Hours" section; therefore, if the ACF standard requires 24 semester hours in a business discipline, academic transcripts or equivalency examination certificates may be required to verify completion.

(1) See Section C of the DAU Catalog for educational requirements for the career field and level being sought.

(2) In an ACF (e.g., Contracting) where 24 semester hours from among business disciplines (accounting, law, business finance, contract, purchasing, economics, industrial management, marketing, quantitative methods, organization and management) is an option to a Baccalaureate Degree in any discipline, the following rule applies to the quantitative methods category: Pure mathematics courses such as calculus and differential equations would not meet the intent and should not be counted toward credit in "quantitative methods." Applicable courses are those in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management.

(3) Credit may be given for any combination of course work taken at regionally accredited institutions and by examinations. An academic transcript

for course work or a certificate of completion for examinations document the credit received.

(4) The education standards do not apply to any employee who, on October 1, 1991, had at least ten years of experience in acquisition positions.

d. **Section IX, Assignment History**: Experience duration standards vary slightly among the ACFs. Each ACF requires a specified number of years direct experience for each level in the career field being sought. **Documentation of experience must be supported with a DD Form 2302-R or an Assignment History from ADRS.**

(1) The “months” column indicates the number of months served in a particular assignment. The APC (Acquisition Position Code) indicates the ACF for which the experience applies; e.g., “A” indicates experience in ACF Program Management. Referring to the applicable ACF standards checklist in the DAU Catalog, determine the experience required for the level of certification sought. Using the months and the APC column, establish that the required experience has been acquired.

(2) Up to 12 months of training or education in acquisition may be counted toward fulfilling the experience certification standard.

(3) Experience may be evaluated independent of the APC on the ACRB or the Duty Military Occupation Specialty (DMOS) on the ORB. This will allow for dual credit when individuals are assigned to a position which provides experience in an acquisition field in addition to the one to which they are formally assigned on their ACRB/ORB. (Example: For two years an individual is assigned to a Program Management Position but also receives experience in Logistics. If a Certifying Official for Logistics determines that the assignment supports experience in Logistics, the individual may receive credit not only for two years in Program Management but for two years in Logistics. Dual experience does not count toward total acquisition experience requirements; i.e., using the example, only two years total would be allowed for acquisition experience.

**SPECIFIC GUIDANCE FROM ACF FCRs**: Questions on ACF guidance should be directed to the FCR. (A list of FCRs may be found on <http://dacm.sarda.army.mil/contacts>.)

a. **Program Management**: Note that experience for Level III in Program Management requires specific experience in both Program Management and in a Program Management organization; i.e., Level II requires two years of acquisition experience, one of which must be in Program Management. Level III requires four years of acquisition experience. In addition to the requirement for Level II, it

requires that the two additional years be in a program office or similar organization.

b. **Acquisition Logistics:** Acquisition Logistics must meet any of the following requirements in order to be considered for certification at Levels I, II or III.

- Performing duties as described in DoD 5000.52-M.
- Supporting an acquisition program as defined in DoD Directive 5000.1 and 5000.2.
- Performing duties as described in AR 700-127.

Level III:

- Responsible for the management and integration of functional elements in support of new or modified materiel systems, and/or oversight and resolution of ILS policy and management issues.
- Experience in "Core ILS" positions (i.e., Deputy or Assistant Program Manager for major or non-major programs, ILS Staff Officer, ILS Manager, ILS Manager providing matrix support to the PEO/PM staff, ILS Branch/Division Chief, LSA/LSAR Manager, and ILS Manager for subsystems.
- Fifty percent of time must be devoted to ILS duties and/or ILS responsibilities.

c. **Contracting:** The Director, Acquisition Procurement Policy Reform, Office of the DASA (Procurement), will certify all military personnel for the Contracting ACF.

d. **Manufacturing & Production/Quality Assurance.** None

e. **Business, Cost Estimating & Financial Management:** None

f. **Communications, Computer Systems:** None

g. **Systems Planning, RD&E:** None

h. **Test and Evaluation:** None

i. **Industrial Property Management:** None

j. **Purchasing:** None

**ACQUISITION CAREER MANAGER (ACM)/REVIEWING OFFICIAL:** The ACM, acting as the Reviewing Official, will provide the Certifying Official with the following documents:

- a. Acquisition Career Field Checklist, annotated with the Requesting Individual's name, the date, and the Reviewing Official's section completed.
- b. Copy of a signed ACRB, ORB, or ARACMIS, as appropriate.
- c. DA Form 2302 or ACRB Assignment History
- d. Certification Certificate (**A Certificate will not be included for Logistics and T&E Level III certifications. The FCR for these ACFs will sign Level III Certificates.**)

**CERTIFYING OFFICIAL SIGNATURES/DATES:** Upon review and approval of the certification package, Certifying Official returns the following documents to the ACM.

- a. Annotated Acquisition Career Field Certification Checklist
- b. Signed ACRB, ORB or ARACMIS, as appropriate.
- c. Signed Certification Certificate (except for Logistics and T&E Level III certifications, as indicated above.)

**ATTACHMENTS:**

Certification Policy

Certification Procedures

Certification Matrix